

GETTING YOUR BOND BACK



The following information has been prepared to assist you when vacating the property you have been renting through **this office**.

Please note that we cannot inspect the property until you have removed all belongings and have returned the keys. Any keys given to friends or relatives should also be handed back.

We ask that before the Final Inspection you:

- Ensure that our office has your new forwarding address and phone number.
- You pay your rent until the vacating date in cash or by automatic payment.
- Return all keys to this office including letterbox keys.
- Arrange disconnection of your telephone, electricity and gas supply.
- Re-direct all mail to your new address.

Attendance to the following matters prior to our inspection will save considerable time and prevent unnecessary delays in returning your bond:-

- The property is left in a clean and tidy condition throughout and that carpets are cleaned by a competent tradesperson.
- All cupboards, shelves, drawers and benches to be cleaned.
- Walls and doors to be cleaned of all marks.
- Stove, griller, oven and exhaust fans to be spotless.
- Windows and sills to be cleaned inside and outside where possible.
- Any furniture, curtains or other items included with the property to be returned to original positions.
- Clean venetian blinds and wash curtains.
- All garbage, bottles and rubbish to be removed from the premises.
- The garage and/or storeroom to be cleaned out, free of cobwebs and grease marks removed from car space/garage.
- Bathrooms to be thoroughly cleaned with all mould and soap scum removed from tiles and grouting. Ceiling mould must also be removed. Toilets to be cleaned inside and out, and the bathroom floors to be mopped.
- Lawns and edges trimmed and gardens weeded (this applies to townhouses and houses).

PLEASE NOTE THAT RENT IS DUE AND PAYABLE UNTIL ALL KEYS ARE RETURNED.